

28 April 1978

Records Review Procedure

RRP 78-22

Document Numbers, Titles, and Form 4023A

There has been some confusion over determination of the unique, or original number of a document, the use of abbreviations in entering document titles, and the value of meaningless document titles. Consistency in the use of numbers and titles as well as other identifying information on the Form 4023A determines whether *DARE will accept the same document more than once, since the system conducts an exact match of certain entries. Also, a more meaningful guide to the contents of a document can be provided by the addition of a "where", "who", "how", or "why". The following procedures are designed to remedy these identification problems.

Reviewers must make every effort to ascertain and use the unique, or original number on the document being reviewed. Determining the original number is relatively simple when working with finished, or published intelligence reports, but much more difficult when handling administrative-type materials or those documents containing more than one number.

When in doubt, reviewers should consult RRB personnel who have worked in the particular area where the document originated rather than make arbitrary decisions. If the issue is not resolved satisfactorily the document is to be referred to the Directorate representative for further research and possible consultation outside of the Branch.

Whenever a method of distinguishing between a multiplicity of numbers on individual documents has been determined, the methodology will be made known within the Branch through issuance of an RRP. A reference aid is now being prepared listing known component abbreviations in use during specific periods and citing examples of numbering systems encountered to date.

Reviewers will not use abbreviations of any kind in entering document titles or any other information on the Form 4023A, unless the abbreviation is present on the document being reviewed. In entering the title on Form 4023A reviewers will spell out the title exactly as it appears on the document, including all punctuation marks. Remaining words, or parts of words that cannot be accommodated in the 72-character Document Title

*Acronym for Declassification and Review, the ADP system being developed for RRB.

field will be ignored. This procedure will provide the standardized entries necessary to permit document matching by the computer as the master file is enlarged. (See Figure 1.)

Where there is a meaningless title, e.g., "Terrorist Acts", the reviewer will enter the full title and then extract from the text some keyword which will give meaning to the title. The keyword, or words, will be entered in the document title field following the title and will be enclosed in parentheses. In the example cited, the country where the terrorist acts occurred would be appropriate. Keyword entries will not be made if the remaining characters in the field will not accommodate the entry. (See Figure 2.)



Chief,
Records Review Branch

STATINTL

Attachments

Entering a title with more than the 72 characters
available in the field.

DOCUMENT TITLE																																																																								STATINTL

Form 4023A

Figure 1

Adding keywords to give meaning to a document title
that is meaningless.

STATINTL

DOCUMENT TITLE																																																																							
TERRORIST ACTS																								NOV-DEC												1972																																			
)																																																																							

Form 4023A

Figure 2